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LETTER NO. _____

DEC 2 1993

COMPTROLLER'S MEMORANDUM NO. 1993-15

TO: Heads of Departments
FROM: Robert P. Takushi, State Comptroller
SUBJECT: State Office Leases

Comptroller's Circular No. 1990-1 is rescinded and superseded with this memorandum.


The Department of Accounting and General Services (DAGS), Public Works Division, Leasing Branch, will assume all the functions pertaining to office leases for new and existing leases fully or partially budgeted in DAGS office leasing program. These functions include locating suitable office space, negotiating lease terms and conditions, preparing and processing lease documents, encumbering funds and processing lease payments. Agencies may request DAGS assistance with all the preceding functions, except lease payments, for leases that are fully funded with federal, special, departmental or other funds.

Agencies seeking to lease or renew a lease for office space shall submit a memorandum from the department director requesting to lease office space. For new leases, the memorandum shall indicate the present location of the agency, the area they occupy and the planned use of the space that the agency will vacate. The office space need computation sheets and the funding data form shall also be attached to the memorandum for new leases. After the lease request is reviewed and approved, DAGS will coordinate with the requesting agency in securing an appropriate lease.

Leases that are fully or partially funded in DAGS office leasing program will be encumbered and paid for by DAGS. Agencies will be billed for their portion of the lease cost after the first, second and third quarters and the last month of the fourth quarter. Payment should be made to DAGS by journal voucher within two weeks after receipt of the bill. Failure to pay within this time period may result in revocation of this accommodation.

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Leases that are funded entirely by federal, special, departmental or other funds shall be paid by the department. Any new leases or extensions of current leases which are funded in this manner must be established in the contract ledger in the normal way (through State Accounting Form C-41). Agencies will be responsible for timely payments and for reconciling all costs.



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